

## PRE-APPROVAL INSTRUCTIONS

You may seek pre-approval for any course by completing a CE **Approval** form under “Forms and Applications” on website <http://www.hs.state.az.us/als/index.htm> and sending it to: Arizona Department of Health Services, Division of Licensing Services, Office of Special Licensing, Suite 460, 150 N. 18th Ave, Phoenix, AZ 85007. Please include your fax number if you want the approval faxed to you.

It is the audiology or speech-language pathology licensee’s responsibility to ensure that courses meet the qualifications of Arizona Administrative Code (A.A.C.) R9-16-207(G):

The Department shall approve a CE course if the Department determines that the CE course:

1. Is designed to provide current developments, skills, procedures, or treatment in diagnostic and therapeutic procedures in audiology or speech-language pathology;
2. Is developed and presented by individuals knowledgeable and experienced in the subject area; and
3. Contributes directly to the professional competence of a licensee.

Some of the courses **not** approved in 2001 included Medicare documentation, business management and stress management seminars.

Please keep a copy of any course submitted for pre-approval. You will need the documentation for renewal, even if the course is approved. You must also submit with your renewal your certificate of attendance or other documentation signed by the sponsor indicating you were in attendance at the course. An agenda, outline, or course registration form is **not** proof of attendance.